

Retention and Classification Report

Agency: Department of Health. Neo-natal Follow-up Program (693)

44 Medical Drive
Salt Lake City, UT 84113
801-538-6161

Records Officer Tom Hudachko

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AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80769

3

TITLE: Billing sheets

DATES: 1975-

ARRANGEMENT: Chronological

DESCRIPTION:

These are copies of billings sent to patients' insurance company for payment of services rendered. This record is not part of the patient chart. The information includes the patient's name, sex, date of birth, and address; the insurance company name and address; the type of treatment given and the charge; the invoice number; and the health provider's name.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This record is subject to audit and should be kept for the audit period.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80863

3

TITLE: Cost distribution by service diagnosis, number of cases, and type of service report

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a statistical breakdown of the costs of services. This report is no longer produced. It includes for each service and diagnosis the patient number, the total cost, and the cost of hospitalization, surgery, medical provider services, X-Ray, EEG, EKG, other, physical therapy, laboratory work, drug prescription, and dental services. This is a report of automated data system, file key: NFPDS.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This record has no further administrative value and may be destroyed.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80850

3

TITLE: County case and visit by sex and age

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is an annual computer printout that gives a statistical listing of services given to children by age groups and gender within those age groups for each county in the state. This report is now obsolete. The information includes the health district or county name, the number of cases and the number of visits broken down by age groups. This is a report of automated data system, file key: NFPDS.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This report has no further value and may be destroyed.

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80768

3

TITLE: Hospital admissions and discharges

DATES: 1982-

ARRANGEMENT: alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are referrals made by the hospital of patients they feel will benefit by inclusion in the program. Upon receipt of these notices, the bureau sends an invitation to the parents to apply for program admission. If they enter the program, this information becomes part of the chart. If they do not, the information is kept in two files, one for children who have died and one for families that have not responded. This series includes the child's name, the date the information was sent, and the response to the invitation.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative

This record has only administrative value.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80772

TITLE: Invoices

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

3

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

Based on General Retention Schedule 6 Item 6.

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80852

TITLE: Medical provider appointments, excluding office visits, by type of patient and appointment report ³

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a statistical breakdown of the appointments made and kept for medical services. This report is produced quarterly. It includes the provider's name, and by the gender of patient the number of appointments scheduled, added, made by telephone, broken, cancelled, kept, and the number of new and old cases. This is a report of automated data system, file key: NFPDS.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This report is used in budget preparation and for other fiscal purposes and has an administrative value of three years.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80845

3

TITLE: Neo-natal follow-up patient data system

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an automated data system to track patients enrolled in the assistance programs offered by the bureau.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80765

3

TITLE: Patient charts

DATES: 1975-

ARRANGEMENT: Numerical by case number

ANNUAL ACCUMULATION: 20.00 cubic feet.

DESCRIPTION:

These charts document patients participating in the Neo-natal follow-up program. This program provides medical assistance to children up to the age of five. Patients are primarily premature infants that are having continuing medical problems. This record series includes, but is not limited to: hospital records, problem list, lab flow sheets, medical history, family history, nutritional history, dental report, developmental/psychometric test reports, psych clinical progress notes, speech and hearing evaluations, neurological examinations, ophthalmologic examinations, correspondence, growth charts, pediatric examinations, progress notes, lab and x-ray reports, and billing/authorization for payment records.

RETENTION:

Retain 78 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/2005

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after closed and then transfer to State Records Center. Retain in State Records Center for 75 years and then destroy.

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80765

TITLE: Patient charts

(continued)

APPRAISAL:

Administrative Legal

The retention is based on the potential legal problems that may arise as to any treatment given the child. While UCA 78-14-4 sets the limit for malpractice action at 4 years, court decisions such as Foil v Ballinger 601 P 2d 144 and Myers v McDonald 635 P 2d 84 have held that the statute of limitation can be extended if discovery of the injury did not occur within the 4 year time frame. Should any medical problems occur, they should appear by the time the child becomes an adult. Previous decision: (6/1987) - 16 years after case closed and then destroy. The Bureau has decided it is critical to have these records available for the 78 years because patients may be having health problems throughout their lives.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(2008)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304(2008)

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80770

3

TITLE: Patient index file

DATES: 1975-

ARRANGEMENT: alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an index used to locate patient charts. The information includes the patient's name, date of birth, chart number, address, and telephone number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until the related chart is no longer kept and then destroy.

APPRAISAL:

Administrative

As long as the chart exists, the index to it is needed.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80846

3

TITLE: Patient master file

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

This file contains the demographic, diagnostic, clinic and provider visit information about Child Health Services patients. It includes the date of application; the patient number; the source of referral; the patient's name, residence, date of birth, race, sex, social security number, and marital status; insurance information; the parents' ages and education; the state and county code numbers; if the case is closed, the reason and the date; a record of visits and services; the costs of services; physical examination information; diagnoses; and the risk profile. This is a master file of automated data system, file key: NFPDS.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Office for 3 months and then erase provided the update has been made.

APPRAISAL:

Administrative

This record is updated quarterly. Once the update has been made, the old information can be destroyed.

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80846

TITLE: Patient master file

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80767

3

TITLE: Patient psychological evaluations

DATES: 1975-

ARRANGEMENT: alphabetical by name

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are the results of developmental and psychometric testing and counseling given to clients and families enrolled in the Neonatal Program. Copies of developmental/psychometric test results and clinical progress notes are kept in the patient chart. Test protocol and counseling notes are filed separately. This record series includes test materials, test results, progress notes and psychological analysis.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after closing and then transfer to State Records Center. Retain in State Records Center for 14 years and then destroy.

APPRAISAL:

Administrative Legal

The record should be kept long enough to allow for potential legal disputes. Note that when the case is closed, this file and the patient chart should be kept together.

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80767

TITLE: Patient psychological evaluations

(continued)

PRIMARY CLASSIFICATION:

Private Developmental/psychometric evaluation reports.

SECONDARY CLASSIFICATION(S):

Controlled. Test protocols, any psychological analysis, and
treatment/psychological progress notes.

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80771

3

TITLE: Patient visit log

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a record of the daily activity of the clinic. The information includes date, name of patient, if the appointment was kept or cancelled, whether the patient saw a physician, psychiatrist, dentist, nutritionist, neurologist, nurse, or other.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This record has administrative value only.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80847

3

TITLE: Provider master file

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

This file contains the names of individuals and organizations who provide direct medical services to patients in clinics or on a reimbursed referral basis. It includes provider's name, code number, and speciality; the institution's name and code number; and the transaction code. This is a master file of automated data system, file key: NFPDS.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer magnetic storage media: Retain in Office for 3 months and then erase provided the update has been made..

APPRAISAL:

Administrative

This file is updated quarterly. Once the information has been updated, the old information can be destroyed.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80773

3

TITLE: Purchase requisitions

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal

Based on General Retention Schedule 3 Item 4.

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80851

3

TITLE: Service summary report

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a computer printout produced quarterly that shows the number and type of services provided by the bureau. It includes the number of children served, clinic visits and costs for clinic service, medical provider service, psychiatric service, speech and hearing, nutrition, social services, education and nursing, and the amounts paid by insurance and by medicaid. This is a report of automated data system, file key: NFPDS.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This report is used in budget preparation and for other fiscal purposes and has an administrative value of three years.

AGENCY: Department of Health. Neo-natal Follow-up Program

SERIES: 80774

3

TITLE: Vendor contracts

DATES: undated

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after expiration or termination and then destroy.

APPRAISAL:

Administrative

The record copy of this is kept by the Bureau of Finance. This copy has administrative value only.

PRIMARY CLASSIFICATION:

Public